

**OFFICE OF STAFF ATTORNEYS  
UNITED STATES COURT OF APPEALS  
FOR THE FIFTH CIRCUIT  
NEW ORLEANS, LOUISIANA**

The Staff Attorneys' Office of the United States Court of Appeals for the Fifth Circuit in New Orleans, Louisiana, seeks applicants for staff attorney positions. The starting salary range is \$51,972 to \$87,533 depending on education and work experience. Staff Attorney positions are term appointments with possible conversion to career appointments contingent upon performance and the availability of funding.

The attorneys work with other recent law school graduates, as well as with experienced attorneys. The position provides a unique opportunity to become acquainted with many areas of federal law.

The Staff Attorneys' Office primarily screens direct criminal appeals, pro se prisoner cases, immigration cases, and social security cases. Staff attorneys also prepare memoranda addressing pro se applications for a certificate of appealability filed by certain state and federal prisoners and applications for leave to proceed in forma pauperis. The work of the staff attorneys is analogous to that of personal law clerks, except that the staff attorneys work for the Court as a whole, rather than for individual judges.

An Applicant must:

- be a U.S. citizen;
- be a graduate of an accredited law school;
- have a strong academic background; and
- possess high proficiency and skills in legal research and writing with law review or equivalent legal research experience.

Prior Federal Court experience is preferred.

Interested applicants should send a current resume, a law school transcript, and an unedited writing sample to:

Susie Buckel, Personnel Officer  
Staff Attorneys' Office  
U.S. Court of Appeals, 5th Circuit  
600 S. Maestri Place  
New Orleans, Louisiana 70130

The writing sample should reflect only your writing and analytical skills, and you should be prepared to discuss it if you are called for an interview. It should not exceed 15 pages. Law review articles are strongly discouraged.

## **INFORMATION**

Federal Courts are Equal Employment Opportunity Employers.

Funding is not available to support interviewee travel. Relocation expenses will not be reimbursed.

The successful candidate for this position is subject to a background check with periodic reinvestigation.

Court employees are “at will” employees, and are subject to removal at any time.

## **BENEFITS**

Up to 13 days of **Paid Vacation** per year for the first 3 years of employment. Thereafter, 20 to 26 days per year based upon time in service with federal agencies.

Up to 13 days of **Paid Sick** leave accrued per year.

Optional participation in the **Federal Health Insurance Program**.

No waiting periods; choice of coverage; choice of plans and options; govt. contributions; annual enrollment opportunities.

Optional **Group Term Life Insurance**.

**Basic Life Insurance** and three options offered.

Optional participation in a pre tax **Flexible Benefit Program**.

Optional participation in **Long Term Care Insurance Programs**.

Ten paid Federal **Holidays** per year.

Position is subject to mandatory **Electronic Fund Transfer** (EFT) for payroll deposit.

## **NOTICE**

Applicants are encouraged to apply as soon as possible. The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, fill the position(s) sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice.